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NO CHANGE in Class.

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

DDA REG. 77/1763

~~MEMORANDUM FOR: STB~~
~~24/05/78~~

SUBJECT: Training Manuals

1. I believe it would be highly desirable to have training manuals for each of the activities charged to OSO and to OPC. I believe the best place to have such manuals prepared in the Staff Training Branch is in the Advanced Specialized Training Section. With our present concept that would mean that we would have eight of these manuals to be used in such instruction.

2. Generally speaking, I believe we can have a rather uniform format somewhat as follows:

- a. A definition of the activity.
- b. The broad principles affecting the conduct of such activities.
- c. Operational techniques.
- d. Logistical support.
- e. Planning
- f. The effect of local conditions on the conduct of such activities as opposed to world-wide generalities.
- g. Definition of all terms pertaining to the activity.

3. There may be additional points which would be desirable to include in the organization of material. The above is presented only as an initial suggestion. To get this thing started I believe we should alert each of the instructors assigned to the Advanced Specialized Course to the fact that they will be held responsible for the preparation of such manuals. It is recognized that to prepare these manuals will take time; therefore, I think we should set up as a possible deadline somewhere between three and six months for each of them.

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4. I would like to have any comments or suggestions you have in this regard.



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